

Procedure on Employee Files for Nonexempt and Exempt Staff Employees

I. Purpose

This procedure has been developed in accordance with [USM VII-6.02 Policy on Employee Files for Nonexempt and Exempt Staff Employees](#). At Frostburg State University (FSU), said policy shall also pertain to maintenance of faculty personnel files which are maintained in the Office of Human Resources (OHR). The Chief Human Resources Officer will assure that the provisions of the aforementioned policy are met.

II. Definitions

Personnel File - A confidential business record and property of FSU. The file, in electronic or paper format, consists of personal demographics and information relating to the individual's employment.

III. General Guidelines

- A. The official personnel file of each employee shall be maintained in the OHR. The file is confidential and shall be secured accordingly. Authorized individuals handling personnel files shall maintain confidentiality of information at all times and under all circumstances, including during transmittal of personnel documents whether by fax or electronically. Failure to do so may result in disciplinary action.
- B. All records included in the personnel file are prepared by or delivered directly to the OHR. All maintenance and processing of files shall be accomplished by OHR personnel only.
- C. Records shall not be removed from the OHR without authorization from the Chief Human Resources Officer or designee.
- D. Requests for verification of employment for current or former employees shall be directed to the OHR. Non-confidential information such as dates of employment and salary may be released upon request. Confidential information may only be released upon receipt of a written release signed by the employee, a court order, or a subpoena.
- E. The following individuals have authorized access to individual personnel files:
 1. The Chief Human Resources Officer and designated OHR staff
 2. The employee
 3. The employee's current supervisor or other individual within the organizational unit who is in the chain of authority superior to the employee
 4. Legal counsel
 5. Auditors from USM, FSU, or the Maryland Legislature
 6. An authorized agent for an employee who has written authorization from that employee.
- F. Employees shall have access to their own personnel files during regular business hours and upon prior notice of at least one hour to the OHR. All files shall be reviewed in the OHR in the presence of the Chief Human Resources Officer or designee. At the time of review, employees may be required to initial and date all records in the file. Employees who request copies of documents shall receive the first five pages free of charge. The employee may be charged \$.25 per page for all additional pages.

- G. Any employee who objects to information in his/her personnel file may place a statement to that effect in the file.
- H. Personnel files may include but are not limited to the following documents:
 - 1. Employment application and/or resume
 - 2. College transcripts
 - 3. Job description or Position Information Form (PIF)
 - 4. Records relating to hiring, promotion, demotion, transfer, reassignment, layoff, compensation, education and training
 - 5. Letters of recognition
 - 6. Disciplinary documents
 - 7. Performance evaluations (PMP's)
 - 8. Documents relating to separation from employment
- I. Medical records shall be maintained in a separate file.
- J. FSU shall follow the retention schedule for files maintained by the university as prescribed by law.

IV. **Other**

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. **Reference(s)**

[USM VII-6.02 Policy on Employee Files for Nonexempt and Exempt Staff Employees](#)
[FSU Employee Handbook](#)